

Director Qualifications

(1) Director. A facility must employ a director.

(A) The director must:

- have graduated from an accredited four-year college or university and have no less than one year of experience in working with people in a human service or medically related program, or have an associate degree or 60 semester hours from an accredited college or university with three years of experience working with people in a human service or medically related program;
- be an RN with one year of experience in a human service or medically related program;
- meet the training and experience requirements for a license as a nursing facility administrator under Texas Administrative Code (TAC), Title 40, Chapter 18, Nursing Facility Administrators; or
- have met, on July 16, 1989, the qualifications for a director required at that time and have served continuously in the capacity of director since that date.

(B) The director must show evidence of 12 hours of annual continuing education in at least two of the following areas:

- individual and provider rights and responsibilities, abuse, neglect, exploitation and confidentiality;
- basic principles of supervision;
- skills for working with individuals, families, and other professional service providers;
- individual characteristics and needs;
- community resources;
- basic emergency first aid, such as cardiopulmonary resuscitation (CPR) or choking; or
- federal laws, such as Americans with Disabilities Act, Civil Rights Act of 1991, the Rehabilitation Act of 1993, and the Family and Medical Leave Act of 1993.

(C) The activities director may fulfill the function of director if the activities director meets the qualifications for facility director.

(D) One person may not serve as facility nurse, activities director, and director, regardless of qualifications.

(E) The facility must have a policy regarding the delegation of responsibility in the director's absence from the facility.

(F) The facility must notify the HHSC regional office in which the facility is located if the director is absent from the facility for more than 10 working days.

Director Responsibilities

(1) The facility director:

- manages the DAHS program and the facility;
- trains and supervises facility staff;
- monitors the facility building and grounds to ensure compliance;
- maintains all financial and individual records;
- develops relationships with community groups and agencies for identification and referral of individuals;
- maintains communication with an individual's family members or responsible parties;
- assures the development and maintenance of the individual's plan of care; and
- ensures that, if the facility director serves as the RN consultant, the facility director fulfills the responsibility as director.